

**WISCONSIN LEGISLATURE TIME SHEET FOR HOURLY EMPLOYEES - REV 08/19/04**

**THE PAY PERIOD FOR HOURLY EMPLOYEES IS FROM THE 16TH OF ONE MONTH THROUGH THE 15TH OF THE NEXT MONTH. TIME SHEETS MUST BE IN BY THE 16TH TO RECEIVE A PAYCHECK ON THE 1ST.**

PLEASE REPORT HOURS TO THE NEAREST QUARTER HOUR. PAY PERIOD IS THE MONTH YOU TURN THE SHEET IN.

NAME \_\_\_\_\_

OFFICE \_\_\_\_\_

PAY PERIOD  
MONTH/YEAR \_\_\_\_\_

[illegible]

SUBTOTAL	0
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[illegible]

SUBTOTAL	0
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[illegible]

SUBTOTAL	0
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TOTAL HOURS FOR PAY PERIOD 

I was engaged in employment for the Wisconsin Legislature on the dates and hours indicated and I did not engage in campaign activities during such time.

This is to certify that I did not assign campaign activity for any of the time the employee has claimed and to the best of my knowledge, information, and belief the employee did not engage in campaign activity during the time claimed.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Appointing Authority Signature \_\_\_\_\_ Date \_\_\_\_\_